

## Annual Guidance Document Index - 2021

Department of State  
82 Smith Street  
Room 217  
Providence, RI 02903

| Effective Date | Document Title                                                                    | Document Link                                                                                                                                                                                                       |
|----------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01/01/2017     | Getting Started with the Lobbying Registration Desk: A Guide for Entities         | <a href="http://sos.ri.gov/assets/downloads/documents/Lobbying-Entities-Guide.pdf">http://sos.ri.gov/assets/downloads/documents/Lobbying-Entities-Guide.pdf</a>                                                     |
| 01/01/2017     | Getting Started with the Lobbying Registration Desk: A Guide for Lobbying Firms   | <a href="http://sos.ri.gov/assets/downloads/documents/Lobbying-Firms-Guide.pdf">http://sos.ri.gov/assets/downloads/documents/Lobbying-Firms-Guide.pdf</a>                                                           |
| 01/01/2017     | Getting Started with the Lobbying Registration Desk: A Guide for Lobbyists        | <a href="http://sos.ri.gov/assets/downloads/documents/Lobbyist-Guide.pdf">http://sos.ri.gov/assets/downloads/documents/Lobbyist-Guide.pdf</a>                                                                       |
| 01/01/2017     | Getting Started with the Lobbying Registration Desk: A Guide for Profile Managers | <a href="http://sos.ri.gov/assets/downloads/documents/ProfileManager-Guide.pdf">http://sos.ri.gov/assets/downloads/documents/ProfileManager-Guide.pdf</a>                                                           |
| 11/29/2018     | Rules and Regulations Formatting and Filing Manual                                | <a href="http://sos.ri.gov/assets/downloads/documents/RICR-Form-Formatting-and-Filing-Manual.pdf">http://sos.ri.gov/assets/downloads/documents/RICR-Form-Formatting-and-Filing-Manual.pdf</a>                       |
| 06/01/2019     | RI Trademark/Service Mark Guide                                                   | <a href="https://www.sos.ri.gov/assets/downloads/documents/RI-Trademark-Service-Mark-Guide.pdf">https://www.sos.ri.gov/assets/downloads/documents/RI-Trademark-Service-Mark-Guide.pdf</a>                           |
| 03/25/2020     | COVID-19 & Virtual Public Meeting Records                                         | <a href="https://www.sos.ri.gov/assets/downloads/documents/COVID19_OpenMeetings_RetentionGuidance_Final.pdf">https://www.sos.ri.gov/assets/downloads/documents/COVID19_OpenMeetings_RetentionGuidance_Final.pdf</a> |

|            |                                                                     |                                                                                                                                                                                                                                         |
|------------|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 04/03/2020 | Rhode Island Remote Online Notarization Temporary Performance Guide | <a href="https://www.sos.ri.gov/assets/downloads/documents/RI-ROn-guidance-document.pdf">https://www.sos.ri.gov/assets/downloads/documents/RI-ROn-guidance-document.pdf</a>                                                             |
| 04/10/2020 | Notarizing While Social Distancing                                  | <a href="https://www.sos.ri.gov/assets/downloads/documents/Tips-COVID-In-Person-Notary.pdf">https://www.sos.ri.gov/assets/downloads/documents/Tips-COVID-In-Person-Notary.pdf</a>                                                       |
| 10/13/2020 | Managing Public Records In Rhode Island                             | <a href="https://www.sos.ri.gov/assets/downloads/documents/Guidance-Documents-Records-Management-Guide-Final.pdf">https://www.sos.ri.gov/assets/downloads/documents/Guidance-Documents-Records-Management-Guide-Final.pdf</a>           |
| 10/13/2020 | Digitizing Public Records in Rhode Island                           | <a href="https://www.sos.ri.gov/assets/downloads/documents/Guidance-Documents-Digitizing-Public-Records-Final.pdf">https://www.sos.ri.gov/assets/downloads/documents/Guidance-Documents-Digitizing-Public-Records-Final.pdf</a>         |
| 10/13/2020 | Microfilming Public Records                                         | <a href="https://www.sos.ri.gov/assets/downloads/documents/Guidance-Documents-Microfilming-Records-Guide-Final.pdf">https://www.sos.ri.gov/assets/downloads/documents/Guidance-Documents-Microfilming-Records-Guide-Final.pdf</a>       |
| 10/13/2020 | Guide to File Naming                                                | <a href="https://www.sos.ri.gov/assets/downloads/documents/Guidance-Documents-File-Naming-Conventions-Guide-Final.pdf">https://www.sos.ri.gov/assets/downloads/documents/Guidance-Documents-File-Naming-Conventions-Guide-Final.pdf</a> |
| 10/13/2020 | Guide to Managing Email                                             | <a href="https://www.sos.ri.gov/assets/downloads/documents/Guidance-Documents-Guide-to-Email-Final.pdf">https://www.sos.ri.gov/assets/downloads/documents/Guidance-Documents-Guide-to-Email-Final.pdf</a>                               |

|            |                                                   |                                                                                                                                                                                                                                     |
|------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/13/2020 | Digital Preservation Plan                         | <a href="https://www.sos.ri.gov/assets/downloads/documents/Digital-Preservation-Plan-Final.docx">https://www.sos.ri.gov/assets/downloads/documents/Digital-Preservation-Plan-Final.docx</a>                                         |
| 10/13/2020 | Notice of Intention to Digitize                   | <a href="https://www.sos.ri.gov/assets/downloads/documents/SA-PRA-Notice-of-Intention-to-Digitize-Fillable-Form.pdf">https://www.sos.ri.gov/assets/downloads/documents/SA-PRA-Notice-of-Intention-to-Digitize-Fillable-Form.pdf</a> |
| 01/04/2021 | State Clearinghouse Guidance Document             | <a href="https://www.sos.ri.gov/assets/downloads/documents/Clearinghouse-Guidance.pdf">https://www.sos.ri.gov/assets/downloads/documents/Clearinghouse-Guidance.pdf</a>                                                             |
| 01/04/2021 | Notary Public Manual                              | <a href="https://www.sos.ri.gov/assets/downloads/documents/Notary-Public-Manual.pdf">https://www.sos.ri.gov/assets/downloads/documents/Notary-Public-Manual.pdf</a>                                                                 |
| 04/05/2021 | Best Practices for Using the State Records Center | <a href="https://www.sos.ri.gov/assets/downloads/documents/Guide_to_StateRecordsCenter.pdf">https://www.sos.ri.gov/assets/downloads/documents/Guide_to_StateRecordsCenter.pdf</a>                                                   |
| 04/05/2021 | Preserving Local Government Records               | <a href="https://www.sos.ri.gov/assets/downloads/documents/Guide_HistoricalRecordsTrustFund.pdf">https://www.sos.ri.gov/assets/downloads/documents/Guide_HistoricalRecordsTrustFund.pdf</a>                                         |

**Last updated: 04/05/2021**